Name: _____   **Health Information/Medical Records**

Directions:
Evaluate the student by entering the appropriate number to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

Student Rating Scale:
- **0** **No Exposure** – no experience/knowledge in this area
- **1** **Knowledge Received** – area is understood
- **2** **Limited Skill** – has exposure, but additional training and supervision is required
- **3** **Moderately Skilled** – limited training and supervision may be required, but progress is being made
- **4** **Skilled** – no additional training is required; the competency has been mastered and knowledge can be transferred to other applications

0	1	2	3	4	**A. Demonstrate professional interpersonal and communication skills**	Notes:
					1. Demonstrate proper telephone etiquette	
					2. Identify the customer (e.g., physician, patient, or co-worker)	
					3. Demonstrate the appropriate response to customer needs	
					4. Demonstrate a good work ethic (e.g., punctuality and dress)	
					5. Demonstrate basic grammar skills (e.g., spelling and writing)	
					6. Demonstrate good oral communication skills	
					7. Practice unrehearsed speaking	
					8. Demonstrate good written communication skills (e.g., memos, letters, reports, and email)	
					Other:	

0	1	2	3	4	**B. Identify and associate medical terminology with body systems, medical specialties, disease processes, diagnoses, treatments and therapies**	Notes:
					1. Use appropriate medical terminology and abbreviations	
					2. Associate the disease process with appropriate diagnostic testing, therapies, and treatments	
					3. Associate drug therapies with the appropriate disease process	
					4. Differentiate between medical specialties	
					5. Identify the different body systems	
					Other:	

0	1	2	3	4	**C. Demonstrate personal and group management skills**	Notes:
					1. Demonstrate organizational skills	
					2. Set priorities	
					3. Identify the tasks associated with implementing a project	

0	1	2	3	4		Notes:
					4. Demonstrate critical thinking and problem-solving skills	
					5. Demonstrate teamwork	
					6. Recognize your contribution to the organization	
					7. Manage time effectively	
					8. Interpret data in graphic or tabular formats	
					Other:	

0	1	2	3	4	**D. Describe and apply health information management functions and responsibilities**	Notes:
					1. Operate an encoder	
					2. File medical records using different systems	
					3. Retrieve medical records using different systems	
					4. Enforce client health information confidentiality	
					5. Compile statistical data	
					6. Analyze statistical data	
					7. Design effective forms as needed	
					8. Describe different methods of records storage	
					9. Describe attributes of a computerized medical record	
					10. Analyze deficiencies in a medical record	
					11. Describe the purpose and components of registries	
					12. Describe the billing process (e.g., Uniform Bill 92, HCFA 1500, and ChargeMaster)	
					13. Select the appropriate ICD procedure /diagnosis code using clinical documents	
					14. Select the appropriate CPT code using clinical documents	
					15. Follow official coding guidelines	
					16. Describe the reimbursement system applicable to the current work environment (e.g., DRG and APC)	
					17. Describe the current health care environment	
					18. Describe the purpose of utilization management	
					19. Abstract records	
					20. Use quality improvement techniques to problem solve and process design	
					21. Describe the purpose of various indexes (e.g., Master, Client, Disease, and Physician)	

					Regulatory	
					22. Apply knowledge of government regulations and accrediting agency standards (e.g., HIPAA and JCAHO)	
					23. Release information according to facility policy and applicable law	
					24. Respond appropriately to subpoenas	
					25. Describe the medical and legal aspects of medical records	
					Other:	

0	1	2	3	4	**E. Use computer technology to locate, evaluate, document and present data securely**	**Notes:**
					1. Demonstrate basic computer skills	
					2. Perform basic computer troubleshooting	
					3. Use the Internet to locate various resources	
					4. Utilize computer software (e.g., word processors, spreadsheets, databases, and email programs)	
					5. Present data in a graphical or tabular format	
					6. Describe the purpose and importance of electronic data security	
					Other:	

0	1	2	3	4	**F. Identify and apply professional ethics and behavior**	**Notes:**
					1. Identify the need and responsibility for continuing education	
					2. Adhere to the American Health Information Management Association (AHIMA) professional code of ethics	
					3. Support the activities of a professional organization	
					Other:	

0	1	2	3	4	**G. Demonstrate leadership competencies**	**Notes:**
					1. Demonstrate an understanding of SkillsUSA-VICA, its structure, and activities	
					2. Demonstrate an understanding of one's personal values	
					3. Perform tasks related to effective personal management skills	
					4. Demonstrate interpersonal skills	
					5. Demonstrate etiquette and courtesy	
					6. Demonstrate effectiveness in oral and written communication	
					7. Develop and maintain a code of professional ethics	
					8. Maintain a good professional appearance	

					9. Perform basic tasks related to securing and terminating employees	
					10. Perform basic parliamentary procedures in a group meeting	
					Other:	

**NOTE: These competencies are addressed in the Missouri SkillsUSA-VICA Curriculum Guide lessons